

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



89th Meeting
Washington, D.C.
September 1982

Provisional Agenda Item 8

CE89/2 (Eng.)
20 September 1982
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with operative paragraph 2 of Resolution XVIII of the Executive Committee at its 88th Meeting, the Director has the honor to report to the 89th Meeting of the Executive Committee on the consultation which he has undertaken with the Director-General of WHO concerning Staff Rule 610.5.

The question on the provisions of Staff Rule 610.5 arose from the discussion in the Executive Committee at its 88th Meeting on an agenda item dealing with the amendments to the Staff Rules of the Pan American Sanitary Bureau (Document CE88/9, see Annex I).

This Agenda item included a proposal to introduce a new Staff Rule 610.5 which states that salary should not be paid for unauthorized absences. As explained in Document CE88/9, the Rule is based on Staff Rule 610.5 of WHO as authorized by the Director-General and confirmed by the Executive Board at its Sixty-ninth Session in January 1982 (Resolution EB69.R12) and is in line with the decision taken by the United Nations General Assembly at its Thirty-first Session in December 1976 (see Annex II). The decision of the United Nations General Assembly has since been incorporated into the Staff Regulations of the United Nations (see Annex III).

The 88th Meeting of the Executive Committee examined the proposed introduction of Staff Rule 610.5 and in operative paragraph 2 of Resolution XVIII requested the Director to expedite, through the consultation machinery that exists in the Organization, the preparation of a clearer wording of Staff Rule 610.5, and to report on the matter to the next Meeting of the Executive Committee (see Annex IV).

Following the directive of the Executive Committee, the Director has undertaken a consultation with WHO Headquarters by exchange of

correspondence with the Director-General. In reply, the Director-General has indicated that it may be enough, in order to clarify to the Executive Committee, to draw to their attention the United Nations resolution, and the text of the Staff Regulation adopted by the United Nations.

The Director-General has likewise indicated that WHO is inserting in the Manual a paragraph reading as follows:

"The withholding of salary under Staff Rule 610.5 for unauthorized absences may not take place until a determination has been made by the Director-General to this effect."

In the interest of maintaining uniformity of rules and procedures for PASB and WHO staff, it is the intention of the Secretariat to follow a similar procedure in the application of Staff Rule 610.5 to PASB staff.

Annexes



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CE89/2 (Eng.)
ANNEX I



88th Meeting
Washington, D.C.
June-July 1982

Provisional Agenda Item 20

CE88/9 (Eng.)
19 April 1982
ORIGINAL: ENGLISH

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Staff Rule 020, the Director submits to the Executive Committee, as Annex to this document, for confirmation, the amendments to the Staff Rules he has made since the 86th Meeting.

These revisions are in line with those adopted by the Executive Board of the World Health Organization at its Sixty-ninth Session (Resolution EB69.R12) and are in compliance with paragraph 2 of Resolution XIX adopted by the Executive Committee at its 59th Meeting (1968), which requested the Director to continue to introduce changes as he deems necessary to maintain close similarity between the provisions of the Staff Rules of PASB and those of WHO.

Some of these amendments result from the decisions taken by the United Nations General Assembly at its thirty-fifth (1980) and thirty-sixth (1981) sessions on the recommendations of the International Civil Service Commission (ICSC) concerning the entitlements of field staff and the method for determining separation payments. Others arise from the decision of ICSC to introduce payment of a financial incentive at designated official stations. Still others are considered necessary in order to bring the Staff Rules into line with similar provisions of WHO, the United Nations and other organizations in the common system.

The Executive Committee is invited to consider a proposed resolution confirming the amendments reproduced in the Annex to this document. The effective dates are 1 January 1981 and 1 January 1982, as indicated.

Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its thirty-fifth session (1980) on the basis of recommendations of the International Civil Service Commission

The amendments resulted from changes in the entitlements of field staff and required inter-agency consultations in order to work out the details of implementation. The consultations have since been completed and the amendments described in this section have been made.

1. Frequency of home leave

The frequency of home leave at certain designated official stations in the field has been increased to once every 18 or 12 months depending on the degree of difficulty of the local conditions of life and work. Entitlement to rest and recuperation leave has, as a consequence, been abolished. Accordingly, Rules 640.1, 640.4, 640.6, 810.5, 810.5.1, 810.7, 820.2.4 and 820.2.8 have been amended; Rules 640.2, 640.2.1, 640.2.2, 640.2.3 and 640.2.4 have been renumbered 640.3, 640.3.1, 640.3.2, 640.3.3 and 640.3.4, respectively; Rule 640.3 has been amended and renumbered 640.5; Rule 640.5 has been amended and renumbered 640.7; Rule 640.9 has been deleted, its text amended and renumbered 640.6.3; Rule 820.2.5.3 has been amended and renumbered 820.2.5.4; Rule 820.2.5.4 has been renumbered 820.2.5.5; Rules 810.8 and 820.2.9 have been deleted; and Rules 640.2 and 810.5.4 have been added. The effective date of these amendments is 1 January 1981.

2. Frequency of children's travel to visit the staff member at the official station

At certain designated official stations in the field where the limitation in the choice of local schooling so warrants, a child studying abroad may travel to the official station at the expense of the Bureau three times every two years, instead of twice. Thus the number of family reunions provided at the Bureau's expense is increased from three to four in every two-year period at those stations. Staff Rules 810.5.1, 820.1.3, 820.1.4, 820.2.5.4 (now renumbered 820.2.5.5) and 825 have accordingly been amended; new Rule 820.2.5.3 has been added, and former 820.2.5.3 renumbered 820.2.5.4. The effective date of these amendments is 1 January 1981.

Amendments considered necessary in the light of decisions taken by the International Civil Service Commission concerning payment of a financial incentive at certain official stations in the field

At certain designated official stations in the field, where the conditions of life and work are particularly difficult, a financial incentive has been introduced. Thus staff with dependents now receive an additional sum of \$2400 per annum and those without dependents \$1200 per annum. Accordingly, Staff Rule 360 has been amended; new Staff Rules 360.4, 360.4.1, 360.4.2, 360.5, 1310.5 and 1310.6 have been added; Staff Rule 1310.4 has been amended and Rules 1310.5 and 1310.6 have been renumbered, respectively, 1310.7 and 1310.8. The effective date of these amendments is 1 January 1981.

Amendments considered necessary in the light of decisions taken by the United Nations General Assembly at its thirty-sixth session (1981) on the basis of recommendations of the International Civil Service Commission

Prior to 1 January 1977, separation payments for professional and higher category staff (such as for repatriation grant, death grant, termination indemnity and unused annual leave) were based on the gross salary, less staff assessment, excluding post adjustment. In order to reduce the need for consolidation of post adjustment into base salary for separation payment purposes, the organizations in the United Nations system followed a recommendation of ICSC and based separation payments on pensionable remuneration less staff assessment, with effect from 1 January 1977. Thereafter, pensionable remuneration was adjusted periodically between consolidations on the basis of 5% movements of the weighted average of post adjustments.

On the basis of recommendations made by the United Nations Joint Staff Pension Board and approved by the General Assembly, a dual system of pensionable remuneration was introduced in PASB, as well as WHO and all the other organizations in the United Nations system, on 1 January 1981. In consequence, a decision became necessary on the method to be used for determining separation payments. ICSC made appropriate recommendations to the thirty-sixth session of the General Assembly, which subsequently decided that, for the professional and higher-graded categories, the reference to "pensionable remuneration less staff assessment" be amended to read "gross salary adjusted by movements of the weighted average of post adjustments, less staff assessment." As a result, equivalent amendments to the Staff Rules have been made wherever appropriate, with effect from 1 January 1982. The affected Staff Rules are the following: 310, 330.1, 380.2, 1030.3.4 and 1050.4.

Amendments considered necessary for uniformity with the Staff Regulations of the United Nations and other organizations in the common system

1. Unauthorized absences

The United Nations General Assembly decided that salary should not be paid to staff members for unauthorized absences from work and this provision should be incorporated into the Staff Regulations of the United Nations, which have been modified to give effect to this decision. A similar amendment has therefore been made to the WHO Staff Rules. Staff Rule 610.5 has accordingly been added with effect from 1 January 1982.

2. Annual travel home under Staff Rule 810.5

Unlike the other organizations, PASB and WHO paid for travel home between home leaves for staff unaccompanied by dependents at their official station only where removal of household goods and personal effects was not authorized. This distinction is now eliminated. Staff Rules 810.5 and 810.5.2 have accordingly been amended with effect from 1 January 1982.

3. Final one-way passage for children entitled to education grant travel

The time limit of the entitlement to the final one-way passage for a child studying away from the official station in relation to his other travel entitlements is brought into line with the practice of the United Nations. Accordingly, Staff Rule 820.1.3 has been amended and Rule 820.2.5.4 amended and renumbered 820.2.5.5 with effect from 1 January 1982.

Budgetary Implications

The proposed amendments have limited financial implications, and therefore it is not proposed to request additional funds.

After considering the amendments, the Executive Committee may wish to approve a resolution along the following lines:

Proposed Resolution

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU
THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE88/9;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE88/9, with effect from 1 January 1981, concerning the frequency of home leave, the frequency of children's travel, and the payment of a financial incentive; and with effect from 1 January 1982 concerning the non-payment of salary in case of unauthorized absences, the dissociation of entitlement to annual travel home from entitlement to removal of household goods and personal effects, the conditions for entitlement of children to a final one-way passage, and the method for determining separation payments for staff in the professional and higher-graded categories.

Annex

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

Texts of the amended Staff Rules

310. DEFINITIONS

310.1 "Base salary" is the salary at a given grade and step established by a salary schedule. It is exclusive of any additions or deductions.

310.1.1 "Gross base salary" is the salary before deduction of the assessment described in Rules 330.1.1 and 330.1.2.

310.1.2 "Net base salary" is the salary after deduction of the assessment described in either Rule 330.1.1 or 330.1.2.

310.2 (Same text as former 310.3)

310.3 (Same text as former 310.4)

310.4 "Terminal remuneration" is the figure used in the calculation of separation payments. For staff in the general service category, "terminal remuneration" is equivalent to pensionable remuneration. For staff in the professional and higher categories it is equivalent to gross base salary adjusted by movements of the weighted average of post adjustments.

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330. SALARIES

330.1 Gross base salaries, and terminal remuneration figures used for computation of separation payments under Rule 380.2, shall be subject to the following assessments:

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360. ASSIGNMENT ALLOWANCE AND FINANCIAL INCENTIVE

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360.4 A financial incentive shall be paid to the staff members defined in Rule 360.1 serving at designated official stations in the form of a supplement to the assignment allowance, at the following annual rates:

360.4.1 Staff without dependents as defined in Rule 310.5.1 and 310.5.2: US\$1200

360.4.2 Staff with dependents as defined in Rule 310.5.1 and 310.5.2: US\$2400

360.5 Payment of the financial incentive shall cease when the official station ceases to be designated for this purpose; it is unaffected by the cessation of the entitlement to the assignment allowance.

380. PAYMENT AND DEDUCTIONS

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380.2.1.1 Each "month of salary" means 1/12 of the annual terminal remuneration less staff assessment;

380.2.1.2 each "week of salary" means 1/52 of the annual terminal remuneration less staff assessment;

380.2.1.3 each "day of salary" means 1/360 of the annual terminal remuneration less staff assessment;

.....

380.2.2 Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual terminal remuneration less staff assessment.

.....

380.2.4 Separation payments shall be computed in relation to the grade and step held by the staff member on the date of his separation.

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610. WORKING HOURS AND ATTENDANCE

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610.5 No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control.

.....

640. HOME LEAVE

640.1 Home leave is provided so that a staff member who is serving outside the country and area of his recognized place of residence may spend a reasonable period of leave in his home country (or in another country, as provided for in Rule 640.5.2) with a view to maintaining effective association with its culture, with his family, and with his national, professional or other interests.

640.2 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months of qualifying service, except at those official stations designated by the Director as having difficult conditions of life and work. At the designated official stations, the date of eligibility shall be the date on which the staff member has completed either 18 months or 12 months of qualifying service; however, the date may be determined according to criteria established by the Director in cases of reassignment or reclassification of official stations. All official stations are classified for this purpose, according to their home leave cycle, as "24-month stations," "18-month stations," or "12-month stations."

640.3 (Same text as former 640.2)

640.4 Qualifying service under Rule 640.2 consists of continuous service for the Bureau at official stations outside the country and area of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.

640.5 Home leave consists of travel time without charge to the staff member's annual leave with return transportation paid by the Bureau for the staff member, his spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence. Travel shall be authorized as follows:

640.5.1 at 24-month stations, travel shall be between the official station and the staff member's recognized place of residence or another place in the same country; as a condition for the payment of travel the staff member, his spouse and eligible children must spend a reasonable period of time in that country;

640.5.2 at 18-month and 12-month stations, travel shall be as under Rule 640.5.1, except that every second travel may be between the official station and a country other than that of the recognized place of residence, in which case a reasonable period of time must be spent away from the official station.

640.6 Home leave may be granted subject to the following conditions:

640.6.1 the date of departure on home leave may be at any time during the eligibility period specified below:

<u>Official station</u>	<u>Eligibility period</u>
24-month	6 months before and after eligibility date
18-month	4.5 months before and after eligibility date
12-month	3 months before and after eligibility date

When the date of departure is after the end of the eligibility period, qualifying service towards the next home leave shall accrue from the date of departure, unless the leave has been postponed at the request of the Bureau;

640.6.2 in exceptional circumstances, home leave may be advanced, provided there has been a minimum period of qualifying service as defined by the Director;

640.6.3 travel of the spouse and eligible children on home leave shall normally take place at the same time as the travel of the staff member;

640.6.4 the spouse and eligible children must remain at the official station for at least six months after return from home leave;

640.6.5 the timing of the home leave must be reasonable in relation to other authorized travel of the staff member, spouse or children, and in relation to the exigencies of the service.

640.7 If both husband and wife are staff members in organizations in the United Nations system and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.

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640.9 (Deleted)

810. TRAVEL OF STAFF MEMBERS

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810.5 once in each interval between home leave eligibility dates (or once during an appointment of equivalent duration) from the official station to the place where the staff member's spouse and children, as defined in Rule 820.1, are residing, and return to the official station, provided that:

810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Rules 820 and 825, except for education grant travel under Rules 820.2.5.2 and 820.2.5.3;

810.5.2 his assignment is to continue for at least six months after his return;

.....

810.5.4 there is a reasonable interval between this travel and travel on home leave (see also Rule 640.6.5);

.....

810.7 in the case of illness or injury requiring special facilities for treatment, the Director may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6 and 870.

810.8 (Deleted)

820. TRAVEL OF SPOUSE AND CHILDREN

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820.1.3 each such child from whom travel expenses have previously been paid by the Bureau, to the extent of the final one-way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependent. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rule 820.2.5.2 or 820.2.5.3 is completed after the end of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;

820.1.4 a child entitled to the education grant under Rule 350.1.2, for purposes of travel under Rules 820.2.5.1, 820.2.5.2, 820.2.5.3 and 820.2.5.5.

.....

820.2.4 on home leave and return to the official station, if entitled under the provisions of Rule 640;

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820.2.5.3 a second such round trip each scholastic year under the same conditions as under Rule 820.2.5.2 if the staff member is assigned to an official station designated for this purpose, provided that the staff member does not go on home leave during that scholastic year.

820.2.5.4 return travel on home leave between the place of study and the place to which the staff member is authorized to travel under Rule 640.5 (provided that the cost to the Bureau is limited to the cost of return travel between the official station and the staff member's recognized place of residence) if:

- (1) the travel coincides with the staff member's travel on home leave;
- (2) the child is under the age of 21 years; and
- (3) the travel is reasonably timed in relation to other authorized travel under Rule 820.

820.2.5.5 the final one-way passage defined in Rule 820.1.3 within one year after ceasing to qualify for education grant under Rule 350.1.2, provided that such entitlement has not already been exercised under Rule 820.1.3. The Bureau's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Rules 820.2.5.2 or 820.2.5.3 is completed after the child ceases to qualify for education grant under Rule 350.1.2, this travel shall not be authorized.

.....

820.2.8 In case of illness or injury requiring special facilities for treatment, the Director may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 820.2.4, 820.2.5, 820.2.7, 825 and 870.

820.2.9 (Deleted)

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825. SPECIAL EDUCATION GRANT TRAVEL

The Bureau shall, in accordance with terms and conditions determined by the Director, pay travel expenses of a staff member's dependent child in respect of whom he is entitled to the special education grant under Rule 355. In this case, the provisions for education grant travel under Rule 820.2.5 shall not apply, except for the round trips under Rules 820.2.5.2 and 820.2.5.3. The provisions of this Rule shall apply to professional and higher graded staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rule 1310, nor to staff referred to in Rules 1320 and 1330.

1030. TERMINATION FOR REASONS OF HEALTH

1030.3.4 shall receive a payment at the rates set out in Rule 1050.4, provided that the total payments in 1030.3.2, 1030.3.3 and 1050.4 due in the 12 months following termination are not more than one year's terminal remuneration less staff assessment;

1050. ABOLITION OF POST AND REDUCTION IN FORCE

1050.4 A staff member whose appointment is terminated under this Rule shall be paid an indemnity in accordance with the following schedule:

Indemnity
(terminal remuneration less staff assessment)

1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT
(see Staff Regulation 3.2)

- 1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station may be granted an annual non-resident's allowance in an amount to be fixed by the Director for each area, and any such other entitlement as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.
- 1310.5 At designated official stations a non-pensionable financial incentive shall be paid to staff members described in Rule 1310.4 in amounts to be fixed by the Director.
- 1310.6 The non-resident's allowance and other entitlements referred to in Rules 1310.4 and 1310.5 may cease upon determination by the Director that a resident status within the area of the official station has been acquired by the staff member. Payment of the financial incentive referred to in Rule 1310.5 shall cease when the official station ceases to be designated for this purpose.
- 1310.7 (Same text as former 1310.5)
- 1310.8 (Same text as former 1310.6)

A

CE89/2 (Eng.)

ANNEX II

PENSION COVERAGE FOR MEMBERS OF THE
JOINT INSPECTION UNIT*The General Assembly,*

Taking note of the reports of the Secretary-General on the question of pension coverage for members of the Joint Inspection Unit,⁷⁷ the observations of the Unit thereon,⁷⁸ the relevant paragraphs of the report of the United Nations Joint Staff Pension Board⁷⁹ and the report of the Advisory Committee on Administrative and Budgetary Questions,⁸⁰

Approves the recommendations of the Advisory Committee on Administrative and Budgetary Questions contained in paragraphs 8 and 9 of its report.

107th plenary meeting
22 December 1976

B

SALARIES AND CONDITIONS OF SERVICE FOR
MEMBERS OF THE SECRETARIAT*The General Assembly,*

I

Having considered the report of the Joint Inspection Unit on some aspects of the strike at the United Nations Office at Geneva from 25 February to 3 March 1976,⁸¹ the joint comments of the Administrative Committee on Co-ordination⁸² and the comments of the Secretary-General on recommendations 3 and 4 in the report of the Joint Inspection Unit,⁸³

Convinced of the need to re-examine the methodology for salary surveys and the system of job classification of the General Service category at Geneva,

Noting the requests of the World Health Organization and the International Labour Office to the International Civil Service Commission to assume as soon as possible the functions described in paragraph 1 of article 12 of its statute,⁸⁴ particularly with respect to the salary scales of the staff in the General Service category at Geneva,

Further noting with satisfaction the decision by the International Civil Service Commission to advance the assumption of its functions under article 12, paragraph 1, of its statute in response to these requests,⁸⁵

Recognizing the importance of maintaining harmony with the agencies and organizations located at Geneva in the management of personnel services,

Observing that the degree of responsibility and authority delegated by the Secretary-General to the United Nations Office at Geneva should be sufficient to ensure the satisfactory management of personnel services and conduct of staff relations in that Office in accordance with the Staff Regulations and Staff Rules of the United Nations,

1. *Requests* the International Civil Service Commission, as a matter of urgency, to establish, under the authority of article 11 (a) of its statute, the methods by which the principles for determining conditions of service in the General Service category at Geneva should be applied and, on the basis of such methodology and under the authority of article 12, paragraph 1, of its statute, to have a survey made of local employment conditions at Geneva, to make recommendations as to

the salary scales deemed appropriate in the circumstances and to inform the General Assembly at its thirty-second session of the actions taken in this regard,

2. *Further requests* the International Civil Service Commission, in its examination of conditions of service of the General Service category at Geneva, to examine the basis on which recent substantial salary adjustments of staff in that category were determined and to take them fully into account in its consideration of the salaries of that category of staff and the methodology for future salary adjustments, in so far as they affect General Service staff at Geneva;

3. *Urges* the International Civil Service Commission, in carrying out these tasks, to take into account all aspects, especially paragraph 29 of the report of the Joint Inspection Unit on some aspects of the strike at the United Nations Office at Geneva from 25 February to 3 March 1976, the joint comments on the report received from the Administrative Committee on Co-ordination and the comments of the Secretary-General on recommendations 3 and 4 of the report of the Joint Inspection Unit, and invites its comments;

4. *Requests* the Secretary-General to provide the International Civil Service Commission in the first half of 1977 with job descriptions for the General Service category at Geneva, grouped according to common job functions, in order to enable the Commission to carry out its survey task;

5. *Decides* that all financial implications of a decision to raise salaries at Geneva should be covered by savings in the implementation of the United Nations budget for 1976-1977, including reductions in General Service posts, and requests the Secretary-General to report to the General Assembly at its thirty-second session on such reductions as may have been made,

6. *Further requests* the Secretary-General to develop, in the course of 1977, job classification standards for the General Service category at Geneva and, based upon them, to introduce a job classification system, including a structure of occupational groups and a classification of posts;

7. *Urges* the Secretary-General, after completing the current review of relevant factors and making any upward interim salary adjustments appropriate for General Service category employees as at 1 January 1977, to refrain from making any further upward interim adjustments and from entering into any further commitments as to emoluments of General Service category employees at Geneva until the report and recommendations of the International Civil Service Commission requested in paragraph 3 above have been submitted;

8. *Reaffirms its expectation* that the Secretary-General will fully exercise his authority to ensure the effective and efficient implementation of administrative instructions concerning the delegation of responsibility and commensurate authority to the United Nations Office at Geneva;

II

Decides that no salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

107th plenary meeting
22 December 1976

CE89/2 (Eng.)
ANNEX III

ST/SGB/Staff Regulations/Rev.13

STAFF REGULATIONS



UNITED NATIONS

New York, 1981

ANNEX I

Salary scales and related provisions

CE89/2 (Eng.)

ANNEX III

Page 2

1. The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of \$US125,400 per year, the Director-General for Development and International Economic Co-operation shall receive a salary of \$US125,400 per year, an Under-Secretary-General shall receive a salary of \$US96,765 per year, and an Assistant Secretary-General shall receive a salary of \$US85,864 per year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to the Director-General for Development and International Economic Co-operation, to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

6. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel and to Technical Assistance experts.

7. The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

8. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

9. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment. Their amounts shall be as shown in the present annex.

10. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.



EXECUTIVE COMMITTEE OF
THE DIRECTING COUNCIL

PAN AMERICAN
HEALTH
ORGANIZATION

WORKING PARTY OF
THE REGIONAL COMMITTEE

WORLD
HEALTH
ORGANIZATION



89th Meeting

89th Meeting

RESOLUTION XVIII

AMENDMENTS TO THE STAFF RULES OF THE PAN AMERICAN SANITARY BUREAU

THE EXECUTIVE COMMITTEE,

Having considered the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE88/9;

Recognizing the need for uniformity of conditions of employment of PASB and WHO staff; and

Bearing in mind the provisions of Staff Rule 020,

RESOLVES:

1. To confirm the amendments to the Staff Rules of the Pan American Sanitary Bureau submitted by the Director in the Annex to Document CE88/9, except for Staff Rule 610.5, with effect from 1 January 1981, concerning the frequency of home leave, the frequency of children's travel, and the payment of a financial incentive; and with effect from 1 January 1982, the dissociation of entitlement to annual travel home from entitlement to removal of household goods and personal effects, the conditions for entitlement of children to a final one-way passage, and the method for determining separation payments for staff in the professional and higher-graded categories.

2. To request the Director to expedite, through the consultation machinery that exists in the Organization, the preparation of a clearer wording of Staff Rule 610.5, and to report on the matter to the next meeting of the Executive Committee.

(Approved at the ninth plenary session,
29 June 1982)